



**PRICE SUBMITTAL  
COURT REPORTER SERVICES  
October 7, 2020**

**SOLICITATION NO.:** IFB 5700 DCM1024 REBID 1

**BUYER:** Diana McIntosh

**Special Instructions:**

Offerors must use this Pricing Submittal to submit pricing. Be advised that altering the Pricing Submittal or taking exceptions to any portion of the solicitation will jeopardize acceptance of your Offer.

There are no minimum quantities available or associated with this Invitation for Bid.

Court Reporting Services are on an as-needed-basis and payment will be based upon actual services provided. This scope of work establishes the minimum requirements for these services. The Contractor shall provide products and services as described herein.

Unit Prices offered on this Pricing Submittal shall be all inclusive of fees not expressly allowed in the scope of work (i.e. Include per diem, binding, delivery charge, postage, e-transcript, initial fee, and administrative fees to unit price).

The Offeror shall not charge separately for administrative fees (unless annotated in the Price Submittal), to deliver services or items to the Austin, Texas area. The Offeror shall provide all supplies, equipment, labor, materials, transportation, tools, and shipping necessary to perform the services required under this contract.

It is the City's intent to award a primary contract and secondary contract for the court reporting services.

Award of the Primary Contractor will be awarded to the contractor who submits the lowest responsive bid per Category 1.

Award of the Secondary Contractor will be awarded to the contractor who submits the next lowest responsive bid per Category 1.

**CATEGORY 1 - COURT REPORTING SERVICES**

1. Offers **MUST** Submit a Price for **ALL** items in Category 1;
2. Pricing for this Category **WILL** be used to determine award.
3. A bid of "0" (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item;
4. A "no bid" or no response will be considered as non-responsive and will result in a non-responsive bid.
5. The City has an approximate **\$62,000** annual budget for these services. However, annual estimates are not available, so the below estimated quantities are set at one each. The City reserves the right to purchase more or less.

Item No	Labor	Unit of Measure	Quantity	Unit Price	Extended Price
1.0	<u>In Person - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 5.75	\$ 5.75
1.1	<u>Remote - Transcription Services for Arbitration Hearings</u> Cost for taking and preparing transcript (provide digital version with Certificate of Authenticity, and 1 copy of transcript in preferred format to Arbitrator/Hearing Examiner).	Per Page	1	\$ 5.75	\$ 5.75
1.2	<u>In Person - Transcription Services for Depositions</u> Costs for preparing original with 1 certified transcript and word index, including full and condensed electronic transcript.	Per Page	1	\$ 5.10	\$ 5.10
1.3	<u>Remote - Transcription Services for Depositions</u> Costs for preparing original with 1 certified transcript and word index, including full and condensed electronic transcript.	Per Page	1	\$ 5.10	\$ 5.10
1.4	<u>Exhibits</u> - Scanned/Searchable/OCR	Per Page	1	\$ 0.30	\$ 0.30
1.5	Transcription of Audio/Video Recording	Per Page	1	\$ 6.25	\$ 6.25
1.6	<u>In Person - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 95.00	\$ 95.00

1.7	<u>Remote - Videographer</u> Includes travel time, set-up, edit and download the video onto a unit of storage and recording the first hour of the deposition/hearing.	Per Hour	1	\$ 95.00	\$ 95.00
1.8	Synchronizing Transcripts	Per Page	1	\$ 1.75	\$ 1.75
1.9	Additional Certified Transcript Copies	Per Page	1	\$ 1.00	\$ 1.00
1.10	Appearance / Attendance Fee	Per Hour	1	\$ 10.00	\$ 10.00
1.11	Cancellation charge if less than 2 hour notice is given by City	Rate	1	\$ 150.00	\$ 150.00
1.12	Certificate of Non-appearance	Rate	1	\$ 200.00	\$ 200.00
<b>SUBTOTAL FOR COURT REPORTING SERVICES =</b>					<b>\$ 581.00</b>

#### CATEGORY 1 - RUSH SERVICES

1.13	Prepare and deliver transcript within 1 business day	Per Page	1	\$ 4.00	\$ 4.00
1.14	Prepare and deliver transcript within 2 business days	Per Page	1	\$ 3.50	\$ 3.50
1.15	Prepare and deliver transcript within 3 business days	Per Page	1	\$ 3.00	\$ 3.00
<b>SUBTOTAL FOR RUSH SERVICES =</b>					<b>\$ 10.50</b>
<b>TOTAL FOR CATEGORY 1 =</b>					<b>\$ 591.50</b>

#### CATEGORY 2 - OPTIONAL COURT REPORTING SERVICES \*\*\*\*\* FOR INFORMATIONAL PURPOSES ONLY\*\*\*\*\*

1. Pricing for this Category will not be used to determine award.
2. The Legal Department reserves the right to request the following additional Court Reporting Services throughout the term of the Contract;
3. The Vendor may choose to submit a price for all the items or only specific items in Category 2.

Item No	Labor	Unit of Measure	Quantity	Unit Price	Extended Price
2.0	Realtime Transcript	Per Page	1	\$ -	\$ -
2.1	Appellate Rates	Per Appeal	1	\$ -	\$ -
2.2	Arbitrations, Mediation Services - Initial Filing Fee	Filing Fee	1	\$ -	\$ -
2.3	Portable WIFI/4G Hot Spot - Half Day	Half Day	1	\$ -	\$ -
2.4	Portable WIFI/4G Hot Spot - Full Day	Full Day	1	\$ -	\$ -
2.5	Remote Participation	Unlimited Participants	1	\$ -	\$ -
2.6	Remote Live Streaming	Per Log In	1	\$ -	\$ -
2.7	Exhibits - Over Size Exhibit Copies	Per Page	1	\$ 0.35	\$ 0.35
2.8	Exhibits - Color Copies	Per Page	1	\$ -	\$ -
2.9	Exhibits - Black and White Copies	Per Page	1	\$ 0.30	\$ 0.30
2.10	Exhibits - Scanned Copies	Per Page	1	\$ 0.30	\$ 0.30
2.11	Remote Exhibit Share	Rate	1	\$ -	\$ -
2.12	Tabs	Per Page	1	\$ 0.30	\$ 0.30
2.13	Weekend Holiday Rates	Per Hour	1	\$ 50.00	\$ 50.00
2.14	Wait Time (from scheduled start time)	Per Hour	1	\$ 50.00	\$ 50.00
2.15	Condensed Transcript	Per Page	1	\$ -	\$ -
2.16	Back-up Media Fee - (Secured, cloud-based server, floppy, CD-ROM, DVD, Flash Drive, Memory Card, other Form of Electronic Media)	Each	1	\$ 25.00	\$ 25.00
<b>TOTAL FOR CATEGORY 2 =</b>					<b>\$ 126.25</b>

**CATEGORY 3 - NON-SPECIFIED SERVICES****\*\*\*\*\* FOR INFORMATIONAL PURPOSES ONLY\*\*\*\*\***

1. Pricing for this Category will not be used to determine award.
2. In the event these additional services are requested and the contractor agrees to provide the services, the contractor must present to the Legal Department an associated costs for approval prior to the proceeding.
4. Please list any additional related services your Company can offer the City along with an associated labor rate, discount off retail price or mark-up to costs for the listed services.
5. Information in this Category will not be evaluated, and the City does not guarantee the purchase of any of these additional services.
6. Revisions to the prices may only be adjusted using the Published Price Lists provision in the Terms and Conditions.

Item No.	Item Description	Unit of Measure	Unit Price
3.1		Hour	\$ -
3.2	Technical, expert, medical, interpreted, videoed epositions	Per Page	\$ 0.50
3.3	Wait time beginning an hour after scheduled start time	Per Hour	\$ 50.00
3.4			\$ -

**DELIVERY REQUIREMENTS**

Yes. Vendor can meet 10-day delivery requirement.

Reason for not being able to meet delivery requirements:

COMPANY NAME:

Givens Court Reporting

EMAIL ADDRESS:

sgivens@austin.rr.com